

**DELHI BUREAU OF TEXT BOOKS
25/2, INSTITUTIONAL AREA, PANKHA ROAD,
'D' BLOCK, JANAK PURI, NEW DELHI – 110058.**

SHORT TERM TENDER NOTICE

**TENDER FOR THE COMPOSING OF SUPPORTING MATERIAL FOR CLASS
X, XI & XII OR ANY OTHER COMPOSING WORK IN DBTB**

TENDER NO. F.1.P/SM/COMP./DBT/11-12/ 02 DATED 14-09-2011

**TENDER NOTICE AND TERMS AND CONDITIONS FOR COMPOSING OF
SUPPORTING MATERIAL FOR CLASS X, XI & XII OR ANY OTHER
COMPOSING WORK IN DBTB**

Sealed tenders are invited for the composing of Hindi/English/Urdu/Punjabi Supporting Material for the Class X, XI & XII or any other composing work in DBTB from the reputed and experienced composers of text books based in NCR, Delhi. The composers must have

1. At least five years experience in the field of composing and preparation of CDs of books.
2. Can compose atleast 200 pages per day.

Technical Specifications

1. **Size of publication : Crown quarto – 17.1 cm x 24.1 cm.**
2. **Print Area of the page : 5.25" x 8.0"**

There are twenty three (approx.) books in Hindi/English/Urdu/Punjabi Medium in single colour having approx. 64 to 200 pages in each book. The number of pages may be increased/decreased by 20%.

The Bureau will provide the hand written matter of the book. The printer will have to compose and lay out the books and get it approved from the Competent Authority before providing the final material in the form of hard copies and CDs. The CDs should have links, fonts etc., which were used by the firm. After the approval of ADE (Exam) of Directorate of Education, the complete CDs of all the titles along with hard copies shall be given to the Bureau within 20 days from the award of contract, failing which the penalty @ 7.5% per week will be levied.

Bid Security

Rs. 5000/- in the form of FDR/CDR/BANK DRAFT/BANK GUARANTEE in favour of Managing Director, Delhi Bureau of Text Books from any commercial bank in Delhi/New Delhi.

Address for Correspondence

Secretary, Delhi Bureau of Text Books, 25/2, Institutional Area, Pankha Road, D Block, Janak Puri, New Delhi-110058.

Mode of Submission

The tender should be in sealed cover and inserted in the tender box kept in the Office of the Secretary DBTB at the above address, on or before 21-09-2011 up to 02.30 P.M. and will be opened on the same day at 03.00 P.M. It will be responsibility of the bidder to ensure that the completed documents in accordance to the terms and conditions laid down are dropped in the sealed tender box. Tender received after due date and time or in unsealed envelope shall be summarily rejected.

Payments

The payments shall be made within 15 working days of the satisfactory completion of the work.

Implementation Schedule

The finally composed material is to be given within 20 days from the date of award of contract. The date of award of contract will be counted as day one of the implementation schedule.

a) **Award of contract : Day one (1)**

b) **Completion of schedule:**

S. NO	DETAIL OF SCHEDULE	DAY FROM THE DATE OF AWARD OF CONTRACT
1	Submission of 1 st proof of all the material after 1 st reading by Composer	By 12 th Day
2	Collection of proof read material from ADE(Exam), Dte. of Education, Delhi	By 15 th Day
3	Submission of 2 nd proof to ADE(Exam), Dte. of Education, Delhi	By 17 th Day
4	Collection of 2 nd proof read material from ADE(Exam), Dte. of Education, Delhi	By 18 th Day
5	Submission of 3 rd proof to ADE(Exam), Dte. of Education, Delhi	By 19 th Day
6	Collection of 3 rd proof read material from ADE(Exam) and submission of final hard copies and CDs to Secretary (DBTB)	By 20 th Day

The bidder should give their acceptance to the implementation schedule in writing on the pad of the firm duly signed with seal of the firm.

Penalty

The complete CDs along with hard copies shall be given to the Bureau within 20 days from the award of contract, failing which the penalty @ of 7.5% per week will be levied on the total cost of composing of the work allotted.

Quoting of rates

The rates should be inclusive of all taxes. However, the payments to be made by the Bureau shall be subject to TDS. The bidder should submit All the 7 documents mentioned in the form of quotation including PAN No. and VAT No./Sales Tax Registration Certificate & Affidavit etc.. No extra payment shall be made other than the quoted rates. The rates shall be valid up to **31.03.2012**.

The firm shall not develop any extra set without the permission of the Bureau. In case of any complaint in this regard, action shall be initiated against the bidder under the copyright act.

Submission of undertaking

The bidder shall submit an undertaking on non-judicial paper of Rs. 10/- that "the terms and conditions of the tender in toto are acceptable to them and shall abide by the same fully. The information submitted is true and correct to the best of my knowledge".

Submission of other documents.

Each and every document required to be submitted with the bid must be self-attested by the bidder along with the seal of the firm.

The Managing Director, DBTB does not bind himself/herself to accept the tender in whole or in part or may reject it entirely without assigning any reason whatsoever be.

In the event of any dispute, the decision of the Managing Director, DBTB shall be final and binding.

Any dispute shall be subject to the jurisdiction of appropriate Hon'ble Court of Delhi/New Delhi.


14/03/11
S.S. PARIHAR
SECRETARY

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FORM OF QUOTATION

Rate per page in Hindi for composing (Inclusive all)	Rs. _____ per page
Rate per page in English for composing (Inclusive all)	Rs. _____ per page
Rate per page in Hindi & English (Bilingual) for composing (Inclusive all)	Rs. _____ per page
Rate per page in Urdu for composing (Inclusive all)	Rs. _____ per page
Rate per page in Punjabi for composing (Inclusive all)	Rs. _____ per page
Rate per page in Hindi/English/Urdu/Punjabi for correction (Inclusive all)	Rs. _____ per page

NOTE :

- A. Rates will include layout and designing with final CD.
- B. Rates should be inclusive all charges and taxes.
- C. Rates shall be valid up to 31.03.2012

DOCUMENTS TO BE ATTACHED:

- 1. Earnest money deposit
- 2. PAN NO. (Photocopy)
- 3. Form of quotation in original.
- 4. Undertaking on Rs. 10/- non-judicial stamp paper duly attested by Notary Public or Oath Commissioner required as per tender terms & conditions.
- 5. VAT No./Sales Tax Registration No.
- 6. Document of Experience.
- 7. Acceptance of Implementation Schedule.

Place :

Date :

Signature and Seal of the Prop./Partner of the Firm.